

## **ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as payroll, purchasing, budgeting, and maintaining departmental records. The employee of this class must have knowledge of the overall operation of a fire department, since he/she will be expected to work independently in most areas. This class is non-supervisory in nature. Special assignments are received from and work is reviewed directly by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in performing the administrative functions of the fire department. Participates in the research and planning for programs and activities of the department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in compiling a departmental operating budget. Purchases equipment and supplies, keeping such purchases within the established budget.

Assists the Fire Chief in making decisions about what information should be included in all records of the department and in determining in what form this information should be kept. Assists in supervising the preparation of the records and reports of the department by reviewing records completed by department personnel and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required, including preparing payroll records. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or

other needs of the fire department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must not be less than twenty one (21) years of age.

After offer of employment, but before beginning work in this class, must pass a physical examination the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or valid certificate of equivalency issued by a state department of education.

Must have a degree in business administration or a related field from an accredited four (4) year college or university.